



## **TOWN OF CLIFTON FORGE**

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**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, SEPTEMBER 27, 2016  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

### **INVOCATION BY DAVID DAVIS**

**CALL TO ORDER:** Mayor Carl Brinkley called the meeting to order at 7:02 pm.

**PRESENT:** Mayor Carl Brinkley, Vice Mayor Gayle Hillert, Councilwoman Johnette Roberts, Councilman Jeff Irvine, and Councilman Robert Umstead

**ALSO PRESENT BUT NOT ON THE ROLL:** LeeAnna Tyler, Finance Director, Angela Carper, Clerk of Council, and David Davis, Town Attorney

**PLEDGE OF ALLEGIANCE:** Mayor Brinkley led the attendees and council in the pledge of allegiance.

### **CONSENT AGENDA**

#### **1. MINUTES      September 13, 2016      Council Meeting**

**RECOMMENDATION:** Approve minutes from September 13, 2016

**Motion to approve minutes**

**Motion made by:**      Councilwoman Roberts

**Seconded by:**      Councilman Umstead

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **ACTION ITEMS**

### **1. ORDINANCE FOR PROPOSED SALE OF PROPERTY TO KROGER FOR DEVELOPMENT**

Kroger Limited Partnership I, an Ohio limited partnership, has offered to purchase two acres of Town-owned land, bordering Main Street and the soon to be constructed extension of Hickory Avenue, for the sum of \$25,000. The purchase will allow construction of a fuel center with an investment of \$1.4M and employ 6 individuals.

**RECOMMENDATION:** Waive second reading and adopt ordinance

**Motion to waive second reading**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilwoman Roberts

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**Motion to adopt ordinance**

**Motion made by:** Councilman Umstead

**Seconded by:** Vice Mayor Hillert

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**2. ORDINANCE TO ADOPT TOURISM ZONE**

The reopening of the Masonic Theatre, coupled with our existing arts and cultural assets, offers new opportunities for tourism related businesses and services in our downtown. One strategy to encourage such economic activity is the creation of a tourism zone as permitted by state code and local incentives granted by the Council on a case by case basis.

The recommended zone for the Town is shown on the attached map. Local incentives would be limited to new or expanded business with an investment of \$150,000 or at least 5 jobs.

**RECOMMENDATION:** Waive second reading and adopt ordinance

**Motion to waive second reading**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilwoman Roberts

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

### **Motion to adopt ordinance**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Irvine

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

### **3. ORDINANCE ENACTING SECTION 82-21**

In order to make it possible for the Commonwealth Attorney to prosecute those who fail to pay parking citation fines within the time allotted, the enactment of this ordinance is needed.

**RECOMMENDATION:** Waive second reading and adopt ordinance

### **Motion to waive second reading**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

### **Motion to adopt ordinance**

**Motion made by:** Councilman Irvine

**Seconded by:** Vice Mayor Hillert

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **4. APPROPRIATION RESOLUTION**

Town Council has previously approved the General Fund Capital Improvement Program for fiscal year 2016-2017 budget. In order to purchase these items in a timely manner, we must borrow the funds via a short term loan. This resolution will allow us to go ahead and purchase items from the list prior to securing the financing terms, and then reimburse the general fund from the loan proceeds when the loan is finalized.

**RECOMMENDATION:** Adopt resolution

Mayor Brinkley asked LeeAnna Tyler, Finance Director to explain the purpose of the resolution. Mrs. Tyler stated that the items listed in Exhibit A of the resolution were

included in the capital improvement portion of the FY 2017/18 budget. She stated that, the General Fund does not have the amount of funds necessary to support all of the items and so it is necessary to do the reimbursement resolution in order to fund the projects and allow for purchase process to begin. She stated that to fund these types of expenditures, the Town borrows the money in order to reimburse the General Fund. She stated that the Town currently has a loan from BB&T that funded projects from the previous fiscal year which will be paid in full in January 2017 and once that loan is closed, she will then proceed with securing the loan for the items listed in this resolution, but that doing this now allows for the purchase process to begin and not have to wait for the loan to be in place.

Angela Carper, Clerk read the resolution.

**Motion to adopt resolution**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Vice Mayor Hillert

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**5. RESOLUTION TO APPROVE NEW WATER SALE AGREEMENT WITH ALLEGHANY COUNTY**

Adoption of a new sewer agreement in June, 2016 has focused attention on the need for a new water agreement with the County. A formula has been developed which will calculate rates in the future on a consistent basis. The attached agreement and Exhibit A have been negotiated by Town and County staff and will be retroactive to July, 2016.

**RECOMMENDATION:** Adopt resolution

Councilman Irvine stated that he has questions about the agreement, but will vote in favor of adoption.

**Motion to adopt resolution**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Vice Mayor Hillert

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

**6. Department Reports**

- Police Department
- Public Library
- Public Works Department
- Water Treatment Plant
- Community Development
- Fire Department
- Finance Department

**RECOMMENDATION:** Accept reports

**Motion to accept reports as written**

**Motion made by:** Councilman Umstead

**Seconded by:** Vice Mayor Hillert

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **7. REQUEST TO MOVE THE OCTOBER 11, 2016 COUNCIL MEETING**

The annual VML Conference will be held in Virginia Beach on October 9-11, 2016. With multiple members of Town Council planning to attend and the travel time that will be required, the Town Council meeting planned for Tuesday, October 11 will be moved to Wednesday, October 12, 2016.

**RECOMMENDATION:** Reschedule October 11 meeting to October 12

### **Motion to approve rescheduling October 11 meeting**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **Motion to appoint Teresa Johnson to the Library Board**

**Motion made by:** Councilman Umstead

**Seconded by:** Vice Mayor Hillert

### **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

### **MANAGER'S COMMENTS**

LeeAnna Tyler explained that Mrs. Burcham is unable to attend tonight's meeting due to attending the ICMA Conference and stated that she would like to mention the fire in the downtown area that occurred over the weekend. She stated that the fire was contained to one apartment and that while there wasn't much damage from the fire, there is a lot of water damage and that both Livy's Closet and the Fire and Light Gallery were completely destroyed. She mentioned that Livy's Closet has been able to relocate to another storefront in the area that is being loaned to her and that at this time Chuck Almarez isn't sure what he is going to do for the Fire and Light Gallery, but thankfully he has stated that none of his equipment was damaged, only prints and files for which he has copies. Mrs. Tyler also mentioned that the apartment involved in the fire belonged to one of our Public Works employees who was transported to the hospital for smoke inhalation, but is okay and back to work today. She asked that everyone keep all involved in your thoughts for their loss.

## **UPCOMING EVENTS**

### **CLIFTON FORGE PUBLIC LIBRARY**

**CON OF THE MOUNTAIN—FRIDAY, SEPTEMBER 30, 10 AM -5 PM**

**PRESCHOOL STORY TIME—WEDNESDAY, OCTOBER 19, 2016, 11 AM – 12 PM**

**“MISS SPIDER’S TEA PARTY” (AGES 3-12)—SATURDAY, OCTOBER 8, 2016, 10:30 – 12 PM**

**HALLOWEEN PARTY (AGES 3-12)-THURSDAY, OCTOBER 27, 2016, 4-5 PM**

### **CLIFTON FORGE MAIN STREET**

**DOWNTOWN MARKET—EACH FRIDAY, THROUGH SEPTEMBER 30, 2016, 8 AM – 12:30 PM**

### **CLIFTON FORGE SCHOOL OF THE ARTS**

**JAMMIN AT THE MILL—FRIDAY, OCTOBER 21, 2016, 7 PM**

### **MASONIC AMPHITHEATRE**

**CON OF THE MOUNTAIN—FRIDAY & SATURDAY, SEPTEMBER 30 & 31, 2016—FRIDAY, 4 PM-MIDNIGHT, SATURDAY, 10 AM -MIDNIGHT**

### **MASONIC THEATRE**

**“THE LARRY KEEL EXPERIENCE”—FRIDAY, OCTOBER 7, 2016, 7:30 PM**

**“ROEBUCK”—SATURDAY, OCTOBER 8, 2016, 7:30 PM**

Mayor Brinkley mentioned the upcoming events, and made special notice of the “Con of the Mountain” event and encouraged everyone to attend.

## **PUBLIC COMMENTS**

Martha Edwards addressed Council on behalf of the Clifton Forge Library. She mentioned the full page editorial in the Roanoke Times about the Library which mentions the unique tourism initiative that the Town is utilizing with the Con event to be held this weekend. She thanked Council, Library Director, Mike Barnes, Jack Berberette and his entire crew of helpers, and the many volunteers who make it all possible. Mrs. Edwards stated that she moved to Clifton Forge 11 ½ years ago and began working with the Library doing normal activities such as quilt shows. She also mentioned the Friends of the Library and all of their work as well. Mrs. Edwards then mentioned that she feels there is a problem with security at the Library. She stated that there have been a couple of events during the last couple of weeks in which there has only been one member of the staff on duty and she would like to suggest installing some type of panic button or some other form of alarm to help in those cases with people who have exhibited strange behavior. She suggested something similar to the Life Alert necklaces that would allow easy access so the employee can get help easily. She stated that the Library has a large floor plan. She also mentioned there has been a lot of vandalism outside of the Library over the last several years and recently the Little Free Library located near the Amphitheatre was severely damaged causing considerable costs for a private citizen to repair. She stated that it seems this location has been vandalized a lot with books being thrown in the creek and other instances and that the Police Department has said that they would get cameras installed in the area, but to date have not. She asked Council to please address the issue and see if something can't be done for better security.

Karen Swoope mentioned the benefit Poker Run sponsored by TAP being held on October 8, beginning at 8 AM at the Double C Café in Covington. She stated that TAP is a good project and encouraged people to attend to show their support.

## **COUNCIL COMMENTS**

Councilman Irvine thanked everyone for coming and stated that he was glad to see that no one was injured in the fire. He thanked the Library for all that they are doing for the Con event and stated that he hopes 4,000 people attend!

Councilwoman Roberts thanked the Boy Scout members for attending and stated that she hoped it was interesting for them and not too boring and encouraged them all to attend the Con this weekend. She thanked Mrs. Edwards and stated that Council would look into the issue and again mentioned that she is excited for the Con event this weekend. She thanked everyone for coming and wished everyone a good week ahead.

Councilman Umstead thanked everyone for coming and thanked the Boy Scout members for attending. He apologized about the issue with the Little Free Library and stated he wasn't aware it had occurred, but that in a Town that is growing things of this nature are going to occur unfortunately and will just have to be dealt with when they do.

Vice Mayor Hillert asked Mrs. Tyler to introduce the Boy Scout members. Mrs. Tyler explained that the members are from Troop 31 in Covington and are attending the meeting as part of their Citizenship in the Community merit badge which she is teaching. She stated that as a part of their training they are required to attend one meeting and do some other community involvement activities. Mrs. Hillert welcomed them all and stated it is nice to have them attend. Mrs. Hillert mentioned all that were affected by the fire and asked that everyone keep them in thoughts and hearts while they rebound from the damages and loss incurred. She stated that the two businesses involved are both great businesses the Town and she hopes they are back in place and operation soon.

Mayor Brinkley thanked everyone for coming to the meeting and thanked the Boy Scouts for attending. He advised that they are welcome to attend at any time. He mentioned that this Friday will mark the last day for the Downtown Market for the season.

### **Motion to adjourn**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

### **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0